

**THE OFFICE OF CRIMINAL JUSTICE PLANNING  
VIOLENCE AGAINST WOMEN  
LAW ENFORCEMENT SPECIALIZED UNITS  
COMPETITIVE REQUEST FOR PROPOSALS (RFP)  
PART III - PROGRAMMATIC INSTRUCTIONS**

**A. PROPOSAL DUE DATE**

**THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:**

**DATE: June 9, 1998**

**TIME: No later than 5:00 p.m.**

**B. CONTACT INFORMATION**

These programmatic Instructions are to be used in conjunction with the General Instructions section of this Request for Proposal (RFP). If you have not received this section or have any questions regarding this RFP, please contact the Victim Witness Branch (916) 324-9128.

**C. ELIGIBILITY CRITERIA**

Applicants must be a law enforcement (policing) agency to receive funding through this program.

**D. FUNDING CYCLE AND DURATION**

**1. Grant Award Period**

The grant period is from June 29, 1998 to June 30, 1999. Additional documents must be submitted for a second and third year of funding. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.

**2. Grant Award Amount and Funding Categories**

There is \$1,827,000 available for this program for one year. OCJP will select approximately 15 projects for funding in the amount of \$90,000 to \$180,000, depending on the population of the proposed service area. Refer to the funding categories below in order to determine the funding level for which applicants are eligible to apply:

| <u>Service Area Population</u> | <u>Maximum Funding Level</u> |
|--------------------------------|------------------------------|
| 3,000,000 and above            | \$180,000                    |
| 1 million to 2,999,999         | \$140,000                    |
| 500,000 to 999,999             | \$110,000                    |
| 200,000 to 499,999             | \$105,000                    |
| under 200,000                  | 90,000                       |

Applicants must indicate their service area based on standard city and county jurisdictional boundaries. The service area population must be in accordance with population figures provided by OCJP in Part V of this RFP.

A 25 percent match based on the total project costs is required for this program. The match may be met

through cash and/or in-kind services. Cash match cannot be derived from other federal funds. Refer to the general instructions for this RFP for details on computation of match (based on total project costs).

## **E. PROGRAM INFORMATION**

### **1. Source of Funds**

The Violent Crime Control and Law Enforcement Act of 1994, signed into law by President Bill Clinton on September 14, 1994, amended the Omnibus Crime Control and Safe Streets Act of 1968. One of the provisions was the creation of the Violence Against Women Act (VAWA) (Title IV, Section 40121) which established the Law Enforcement and Prosecution Grant Program (renamed S\*T\*O\*P\* Services\* Training\* Officers\* Prosecutors Formula Grant).

The purpose of this grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women. The S\*T\*O\*P\* Formula Grant Program further requires that priority for project selection be given to areas within the state of varying geographic size demonstrating the greatest need.

### **2. Program Purpose**

The purpose of this RFP is to solicit applications to enhance or create specialized units in law enforcement (policing) agencies to focus special effort toward reducing violent crimes against women, including sexual assault, domestic violence, stalking, and elder abuse.

### **3. Use of Funds**

Project funds are to be used only to fund expenses necessary to operate successful specialized units of law enforcement (policing) agencies. The activities described in the Project Narrative cannot be referred to another agency through use of an operational agreement.

### **4. Scope of Project**

The project is to focus on the following areas:

- a. develop a centralized handling of follow-up investigations of crimes by law enforcement officers who are specially trained in the unique dynamics of violent crimes against women;
- b. utilize the specialized handling of cases in situations involving on-going battering or serial sexual assaults to prevent further victimization;
- c. law enforcement agencies must have clear policies and procedures mandating the arrest of perpetrators of violence against women, including sexual assaults, domestic violence, elder abuse and stalking and for violation of protection or restraining orders;
- d. ensure the development and delivery of comprehensive training programs for law enforcement officers which address the phenomenon of violence against women including sexual assaults, domestic violence, elder abuse and stalking; stress collaboration and shared responsibility for ensuring the safety of the victim;

- e. link automated information and/or tracking systems to enhance communication among police, prosecutors and criminal and family courts to ensure all criminal justice systems components have access to consistent and complete information about the offender; and
- f. assist victims with referrals to advocacy services for sexual assaults, domestic violence, elder abuse, and stalking from the time of initial report, ensuring a continuum of services including notification of release of an accused offender.

## **5. Operational Agreements**

All applicants will be required to submit an Operational Agreement which includes the signature of each executive officer of cooperating agencies. At a minimum this will include, the project director; other government executives including the Victim Witness Center; and community based organizations that serve sexual assault, domestic violence, elder abuse and any other type of violence against women victims.

## **E. PROJECT NARRATIVE INSTRUCTIONS**

Responses must not exceed the stated page limit for each section. Information submitted in excess of the space limitation will not be read or rated. Each section of the narrative should be double spaced with the exception of the budget, and the Objectives and Activities, which may be single spaced.

Each page should be titled with the appropriate section heading.

### **1. Problem Statement (2 page limit)**

Provide a description of the problem which will be addressed by the project. Describe the service area, size of jurisdiction, population, social factors and incidences of violence against women including sexual assaults, domestic violence, stalking, and elder abuse. Discuss how current resources will be enhanced by the proposed project.

### **2. Plan (no page limit)**

- a. Describe the project's plan to impact the problem.
- b. Describe the qualifications and training of project staff.
- c. Submit mandatory objectives and activities delineated below. Provide quantifiable measures for each objective, then detail activities to show how the objectives will be met.
  - (1) Increase the number of investigations as measured by the total number of cases investigated compared to previous 12 month period:
    - Detail activities designed to meet the objective.
  - (2) Increase arrests of violent offenders as measured by the total number of offenders anticipated (or projected) to be arrested compared to previous 12 month period:
    - Detail activities designed to meet the objective.

(3) Train law enforcement personnel, during the grant year in recognizing and handling sexual assault, domestic violence, stalking and elder abuse:

- Detail activities designed to meet the objective.

(4) During the grant year \_\_\_\_\_ number of victims will be referred from the special unit to the Victim Witness Center, Rape Crisis Center or Domestic Violence Shelter or other community based service organization serving victims of violent crime.

- (a) Detail activities designed to meet the objective.
- (b) Describe how these service agencies will be included in this collaborative approach.

### **3. Implementation (2 page limit, plus chart)**

Describe the project's ability to implement the plan. Describe the proposed operational plan for implementation. Include detailed descriptions of organizational qualifications; a narrative description of working relationships with other agencies; and the content of the operational agreement. Include an organizational chart in the proposal appendix showing the location and structure of this project within the organization.

## **G. SPECIFIC BUDGET**

NOTE: These instructions are in addition to those provided in Part II, General Instructions of this RFP.

Projects can use grant funds for personnel, operating expenses and equipment necessary to support the performance of tasks which directly support the goals of the program.

Projects should plan to use grant funds to gain access to the Internet if Internet access is not already available.

Applicants must include sufficient per diem and travel for at least one key project staff to attend (2) OCJP sponsored meetings. Include registration of \$200.00 for one conference and travel to Southern California; and one meeting in Northern California with travel, per diem, and no registration.

## **H. PROPOSAL APPENDIX**

The appendix should include any additional documents necessary to support the proposal. At a minimum, include an organizational chart and operational agreement. A sample of the operational agreement is contained in Part IV Proposal Forms.

**OFFICE OF CRIMINAL JUSTICE PLANNING  
PROGRAM  
RATING FORM: 1998/99**

Control #:

Rater #:

APPLICANT:

FUNDS REQUESTED:

PREFERENCE POINTS

2%

5%

|                 |                   | <b>TOTAL<br/>POINTS<br/>POSSIBLE</b> |
|-----------------|-------------------|--------------------------------------|
| <b>CATEGORY</b> |                   |                                      |
| 1.              | PROBLEM STATEMENT | 120                                  |
| 2.              | PLAN              | 100                                  |
| 3.              | IMPLEMENTATION    | 125                                  |
| 4.              | BUDGET            | 90                                   |
| 5.              | COMPREHENSIVE     | 40                                   |
|                 |                   | <b>TOTAL 475</b>                     |

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

**I      II      III      IV      V**

**1. PROBLEM STATEMENT (Maximum 120 points)**

- a. How well does the applicant provide a narrative description of the problem which will be addressed by the project?  
0      25      30      35      40
- b. How well does the applicant describe the service area, size, population, social factors and incidence of violence against women, including sexual assaults, domestic violence, elder abused and stalking?  
0      25      30      35      40
- c. How well does the applicant discuss how current resources will be enhanced by the program?  
0      25      30      35      40

**2. PLAN (Maximum 100 points)**

- a. How well does the applicant describe the plan to impact the problem?  
0      7      13      19      25
- b. How well does the applicant describe the qualifications and training of project staff?  
0      7      13      19      25
- c. How well does the applicant provide a quantitative measure for each objective?  
0      7      13      19      25
- d. How well does the applicant describe in detail the activities which will show how the objectives will be met?  
0      7      13      19      25

**3. IMPLEMENTATION (Maximum 125 points)**

- a. How well does the applicant describe the project's ability to implement the plan?  
0      7      13      19      25
- b. How well does the applicant describe the operational plan for implementation?  
0      7      13      19      25
- c. How well does the applicant describe the project's organizational qualifications?  
0      7      13      19      25
- d. How well does the applicant describe the project's working relationships with other agencies that are included in an operational agreement?  
0      7      13      19      25
- e. Does the content of the operational agreement include victim service agencies within the county?  
0      7      13      19      25
- f. Does the applicant include a organizational chart in the appendix?  
0      7      13      19      25

**4. BUDGET, including budget narrative (Maximum 90 points)**

a. Is the budget comprehensive and clearly supports the applicants ability to implement the program?

0      25      30      35      40

b. Do the described duties, required qualifications, and time commitment of project staff clearly support the proposed objectives and activities?

0      7      13      19      25

c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?

0      5      10      20      25

**5. COMPREHENSIVE ASSESSMENT (Maximum 40 points)**

How well does this proposal support the overall intent, goals, and purpose of the program?

0      25      30      35      40